OFFICE OF THE DIRECTOR OF PUBLIC INSTRUCTION IN MYSORE, BANGALORE.

MYSORE LOCAL EXAMINATIONS.

Notification D. No. 69, dated 4th June 1931.

It is hereby notified for general information that Government have, in their order No. E. 887—Edn. 733-29-10, dated the 30th March 1931, been pleased to accord approval (1) for the inclusion of the following six additional vocational subjects for the S. S. L. C. Course in lieu of the three subjects now prescribed, *viz.*, (i) Book-keeping and Commercial Accounts, (ii) Shorthand and Typewriting and (iii) Business Correspondence, Precis-writing and Typewriting and (2) for the revised syllabuses in these subjects :—

1. Accountancy.
2. Practice of Commerce.
3. Banking.
4. Shorthand.
5. Typewriting.
6. Co-operation.

The revised syllabuses in the Commercial subjects referred to above are appended to this notification and they will come into force with effect from the academical year 1931-32

MYSORE S. S. L. C. SCHEME.

REVISED SYLLABUSES IN COMMERCIAL SUBJECTS.

(Two year course in each subject.)

SUBJECTS.

1. Accountancy.
2. Practice of Commerce.
3. Banking.
4. Shorthand.
5. Typewriting and
6. Co-operation.

ACCOUNTANCY.

(Two years' course.)

DOUBLE ENTRY BOOK-KEEPING.

I. Recording in the undermentioned subsidiary books—Cash Book with cash, bank and discount columns; the Bought book; the Sold book; Returns Inwards and Returns Outwards books; Bills Receivable book; Bills Payable book and the Journal—transactions of the following nature :—

Receipts and Payments in cash and by cheque; cash and credit purchases and sales; returns inwards and outwards: bills drawn accepted, endorsed, discounted, honoured, dishonoured noted and renewed; salaries, trades, charges and other expenses, rent, interest, discount, commission and bad debts; assets and liabilities; house property, plant and machinery, furniture, repairs and depreciation, purchase and sale of Government securities, shares and debentures; consignments inwards and outwards; contract accounts.

II. Posting the subsidiary books into the ledger and preparing a trial balance.

III. Preparation of bills of parcels, invoices, account sales, debit and credit notes, accounts-current. Calculation of interest on accounts-current by means of interest products.

IV. Petty cash on the Imprest System; Bank pass book and Bank Reconciliation Statements; Capital and Revenue Receipts; Capital and Revenue Expenditure; receipts and payments Account; Income and Expenditure account; detection and rectification of errors in the books; errors undetected by a trial balance.

V. Entries relating to doubtful debts, depreciation, Reserve for discount on debtors and creditors, suspense, general and special Reserves, Accrued Interest, Unpaid and Prepaid Expenses.

VI. Journalising the closing entries, closing the ledger, preparing the Trading and Profit and Loss Accounts, and the Balance Sheet.

	Maximum Marks
First Paper-based on sections I, II and III (Two Hours)	... 50
Second do IV, V and VI (Two Hours)	.. 50
Total	...100

Text-Book recommended for class use.—

"Intermediate Book-keeping by K. Subramania Iyer, B.A., L.T., F.S.A.A." (Srinivasa Varadachari & Co., Madras).

Reference books.—

"Students" Complete Book-keeping by Arthur Fieldhouse.

"Book-keeping and Accounts" by L. C. Cropper, F.C.A.

"Elementary Book-keeping" by Spicer & Peglar.

PRACTICE OF COMMERCE.

(Two years' course.)

I. *Business Routine.*—Filling in blank forms of receipts, cheques, bills of Exchange, pro-notes, debit and credit notes; paying-in-slips, advice of remittance, railway receipts, bills of lading, indents, letters of credit, postal money orders, reminders, bills of parcels, invoices and account sales. Addressing envelopes; Docketing; Indexing; Despatching letters, parcels and telegrams, and preserving copies of these. Postage book. Recording and filling Inward correspondence, Registers of letters received and despatched.

II. *Drafting.*—Short letters, applying for situations, acknowledging receipt of letters, receipt of remittances, forwarding drafts and cheques, forwarding orders for goods, asking for quotations and samples and replying thereto, announcing change of address.

III. *Postal Regulations.*—*Re*: Inland and Foreign letters, post-cards, book packets and parcels, registration and insurance of postal articles, Inland and Foreign money orders, valuepayable post; British postal orders. Use of the postal guide.

IV. *An Elementary Knowledge of the Nature of Negotiable Instruments and Practice relating thereto.*—Forms of cheques, bills of exchange and promissory notes. Rights and obligations of parties, presentment, acceptance, endorsement, payment and non-payment; calculation of due dates; Discounting bills; open and crossed cheques; alterations and their effects. Dealing with banks, opening and operating upon banking accounts.

V. *Business Transactions.*—The stages of a business transaction and the letters and documents relating thereto; procuring orders; indents, firm offers, quotations, shipment of goods; bills of lading and freight; Consignment of goods by Railway receipts; insurance of goods; *pro forma* Invoices; drawing against goods; letters of hypothecation, documentary bills. Warehousing goods and delivery orders. Terms and abbreviations relating to the above transactions.

VI. *Business Houses.*—How capital is found and business is managed by sole traders, agents, brokers, partnerships and Joint Stock Companies; the utility and functions of Chambers of Commerce.

	Maximum Marks.
First paper based on sections I, II and III (Time—two hours) ...	50
Second paper based on sections IV, V and VI (Time—two hours)	50
Total ...	100

Text Books recommended for class use.—

"Commercial Correspondence" by T. V. Subramania Aiyar. (Srinivasa Varadachari & Co.,) and "Pitman's Facsimile" Commercial forms.

Reference books.—

1. "Commercial Practice" by *Rao Saheb* S. Vaidyanatha Aiyar. (Srinivasa Varadachari & Co.)
2. "Guide to Commercial Correspondence and Office Routine" by W. G. Patton. (Blackie & Co.)
3. "The Modern Office" by James Stephenson, M.A., M.COM., B.SC., (Nethuen & Co.)

BANKING.

(Two years' course.)

I. Utility and functions of a bank; different kinds of banks and other credit institutions; general characteristics of Indian banking; general nature of banking transactions; Banking operations with regard to current accounts; deposit accounts loans, cash credits, over-drafts, discounting and re-discounting bills, documentary bills, letters of hypothecation, letters of credit, circular note remittances, sale and purchase of securities shares and debentures.

II. Relations of a banker to his customer; revocation of the customer's authority; opening an account; open and crossed cheques; pass-book: bill of exchange, hundies and promissory notes; endorsements; the collecting banker; the paying banker; notice to dishonour; bankers and borrowers, securities for advances; banker's lien, general and special. Safe custody, stamp duties on banking documents in Mysore.

III. Filling in forms of cheques, paying-in-slips, challans, bills of exchange, promissory notes, bank drafts, deposit receipts, acknowledgment of remittances, advice notes, debit notes, credit notes, circular notes and letters of credit, receipts, reminders: drafting routine letters in relation thereto.

IV. *Money.*—The functions and attributes of money. A description of the metallic currencies of the principal countries of the world. The paper currency of India; legal tender in the Indian monetary system; course of exchange between India, England, France Germany, Honkong, Shanghai and Straits Settlements, Telegraphic transfers, Council Bills and Treasury Bills.

	Maximum Marks.
First paper based on sections I and II (Time two hours) ...	60
Second paper based on sections III and IV (Time two hours) ...	40
Total ...	100

290

Text-books recommended for class use.—

Elements of Banking by J. P. Gandy, A.I.B., (Pitmans).

Elements of Economics—Part II by F. E. Robinson, (A. Wheaton & Co.), chapters on Money, B/E.

Reference.—

1. Banking law and Practice in India, by M. L. Tannan, M.Com., (Butterworth & Co.) Bar-at-Law.
2. Banker's Clerk, by (Madgwick, Hulston & Co.)
3. The Law of Banker and Customer, by J. W. Smith, B.A., LL.B.
4. Banking and Currency by E. Sykes, A.

SHORTHAND.

(Two years' course.)

I. To take down in the corresponding style of Phonography an easy passage, narrative or speech of 560 words and a business letter of 240 words, dictated for a period of ten minutes at the rate of 80 words per minute and to transcribe the above into long hand in an hour and a half.

II. To transcribe, into the corresponding style of Shorthand, words, phrases and passages printed in longhand.

	Maximum Marks.
First Paper.—(Time one hour and forty minutes) Dictation and Transcription, section I	75
Second Paper.—(Time thirty minutes) Transcription into Shorthand, section II	25
Total	100

Text-Book recommended for class use.—

Pitman's Shorthand Manual—New Era Edition.

N.B.—No candidate shall be allowed to pass in the first paper if he makes more than 10 per cent of errors and omissions in his transcription.

TYPEWRITING.

(Two years' course.)

I. To type in twenty minutes a simple printed passage of 500 words.

II. (*a*) To typewrite on foolscap size paper (8 by 13 inches) a printed tabular statement such as an Invoice, a Balance Sheet or an Account Sales, taking two carbon copies.

(*b*) To typewrite in proper form on Official and a business letter, consisting of not more than 600 words in all and containing simple abbreviations. (Candidates are expected to expand all the abbreviations and to insert the necessary punctuation in the typed letters.)

	Maximum Marks.
First paper.—(Time twenty minutes) on section I	50
Second paper.—(Time one hour and thirty minutes) on section II (*a*)	25
on section II (*b*)	25
Total ...	100

Text-book recommended for class use.—

Business Typewriting by Heelis (Pitman's).

Reference books.—

Text-book of Typewriting by *Rao Saheb* S. Vydyanatha Iyer, (Srinivasa Varadachari & Co.)

Pitman's touch Typewriting, by W. & E. Walmsley. (Pitman.)

Practical course in touch Typewriting, by C. E. Smith.

CO-OPERATION.

(Two years' course.)

I. The co-operative movement—its origin and nature. Raiffiessen Societies, Schulze Delitzch Societies and Rochdale Pioneers. Co-operative institutions as distinguished from Joint Stock enterprises. Place of thrift in the movement. The origin and development of the movement in India with special reference to Mysore.

II. The Mysore Co-operative Regulation No. VII of 1918 and rules thereunder.

III. Formation, constitution, working and winding up of co-operative credit and non-credit societies.

(*a*) General characteristics; limited and unlimited liability; share capital; division of profits.

(*b*) Agricultural societies; agricultural indebtedness; supplying seeds, manures, implements, machinery and the like, providing credit for the purchase of such requisites; financing and marketing of agricultural produce.

(*c*) Consumers' societies; whole-sale buying; retail sales to members and non-members; dividends on purchases and division of profits.

(*d*) Co-operative Banks; Provincial Co-operative Banks—(Apex); District Co-operative Banks, Urban Co-operative Banks and Land Mortgage Banks.

IV. Banking Operations; opening banking accounts and operating thereon; deposit, cash-credit, over-draft and loan accounts; drawing, endorsing and honouring cheques; rights and obligations of parties to a cheque; bank pass book; reconciliation statement, precautions in the grant and recovery of loans; securities for advances by credit and non-credit societies; interest and penal interest.

V. Filling in blank forms of challans, cheques, promissory notes, receipts, share and loan applications, simple and mortgage bonds.

VI. Maintaining the prescribed statutory registers and books of account. Recording transactions in the cash book and posting the same into the ledger.

	Maximum Marks.
First Paper based on Sections, 1, 2 and 3 (Time two hours) ...	50
Second Paper based on Sections 4, 5 and 6 (Time two hours) ...	50
Total ...	100

Reference books—

Primer of Co-operation by H. L. Kaji, M.A., B.Sc.
Principles and Practice of Co-operation by Calvert.
Peoples' Bank by Wolfe.

N. S. SUBBA RAO,
Director of Public Instruction.

UNIVERSITY OF MYSORE.

INTERMEDIATE COLLEGE, TUMKUR.

Notification dated the 3rd June 1931.

Applications for admission to this College will be received till Friday the 26th instant and a list of selected candidates will be put up on the Notice Board on Monday the 29th instant. Forms of admission can be obtained from the undersigned.

Students who are declared E. C. and P. S. and who are given seats should present themselves on 1st July 1931 at 10-30 A.M., with their admission form, Leaving Certificate, S. S. L. C. Marks Certificate and Rupees fifteen only (one month's tuition fee of Rs. 9, Union and Sports fee Rs. 4, Admission fee Re. 1 and Medical Examination fee Re. 1).

The College provides tuition in English, Kannada, Urdu, Sanskrit, Persian, Ancient History, Modern History, Logic and Mathematics.

A well-stocked Library, a Union with provision for indoor games and a University Lodge are also attached to the College. The Sports Club and the Ekalavya Rover Crew have a full round of activities from July to January.

S. V. RANGANNA,
Superintendent.

MISCELLANEOUS DEPARTMENTS.

THE MYSORE AGRICULTURAL SCHOOL, HEBBAL, BANGALORE

Abstract Notification No. 1039—*A. S., dated* 16*th May* 1931.

The Mysore Agricultural School at Hebbal, Bangalore, will commence work for the session 1931-32 on 6th July 1931.

Applications for admission should be made to the Vice-Principal, Agricultural School, Hebbal, Bangalore in the prescribed form with the necessary certificates, so as to reach him on or before 15th June 1931. The entrance examination will be held on 22nd June 1931.

For further particulars see pages 561 and 562, Part III of the *Mysore Gazette*, dated 21st May 1931.

B. S. SURYANARAYANA,
Vice-Principal.